

**21ST CENTURY PROJECT
JOINT LABOR MANAGEMENT COMMITTEE
MEETING SUMMARY
SEPTEMBER 20, 2006**

This recaps the 21st Century Project Joint Labor Management Committee (JLMC) meeting held on September 20, 2006. There were four Bargaining Units represented at the Joint Labor Management Committee. The Bargaining Units represented were: CASE – Unit 2; CAHP – Unit 5; PECG – Unit 9; and AFSCME – Unit 19.

SCO began the meeting by reviewing the Blueprint Phase timeline and explaining how the 21st Century Team is preparing for the Realization Phase, which is scheduled to begin December 2006 and run through June 2007. It is during the Realization Phase that the software will be configured and customized to meet business requirements based on information compiled from the blueprint workshops.

SCO explained how the blueprint workshops are being conducted in order to gather and collect information which will be used to arrive at an ultimate design document. During the months of October and November these work groups will meet for a second time for a blueprint workshop validation session. At these sessions the 21st Century Project team will review the future business process flows and procedures with participants in order to validate information provided in the initial workshops.

The blueprint workshop is the medium where departments raise process questions and/or concerns, as well as provide information needed for system development. These workshop assist the 21st Century team develop blueprint documents which will be used to guide the implementation of the new system.

SCO provided an understanding of the capabilities of the new system as it relates to the following topics:

- Payroll – Garnishments
- Timekeeping – Time Planning; Employment
- Employee Self Service (ESS)
- Benefits - Enrollment and Termination

The next JLMC meeting will be held on October 18th, 2006.

The following questions were asked by the Union and answered by SCO, at the September 20, 2006 JLMC:

Garnishments

Will rules be built into the new system regarding employee notification? Would like to see a system protocol, a form of certification, which would ensure the employee is notified before the system will allow the Personnel Specialist to proceed with processing the garnishment.

At this time, SCO does not have enough “to be” information to answer this question. This item is being discussed at a blueprint workshop and SCO will have a better idea of how the system will be configured once the blueprint workshops are completed. This item will be added to the “parking lot” for future discussion.

Timekeeping

For cost accounting purposes some departments assign time to projects; is this going to be built into the new system?

The system is not designed to accommodate time management for cost accounting purposes.

Employee Self-Service (ESS)

Using the ESS, when will employees be able to change their benefits?

Upon initial rollout of the new system, benefit changes will be handled by the departments’ Human Resource office. At this time, it is anticipated that employees may be able to view certain personal benefits related information. The ESS update functionality may be implemented after an initial rollout stabilization period. However, this will not be determined until later in the realization phase of the project.

What ESS functions will be view only and what functions will have update capability?

This item will be added to the “parking lot” for future discussion.

Will employee be able to view their service credit?

At this time, SCO does not have enough “to be” information to discuss this item. This item will be added to the “parking lot” for future discussion.